

## **Southwest Region SCIP Implementation Council**

REEDSBURG AREA AMBULANCE SERVICE  
230 RAILROAD ST  
REEDSBURG, WI 53959

**Meeting Minutes**  
September 8, 2010  
9:00 AM

### **1. Call To Order**

- a. Meeting called to order at 9:15 AM by Regional Coordinator Pierce.

### **2. Introductions**

- a. All persons present in the room introduced themselves along with the area they are representing.

### **3. Appointment Of Interim Chair**

- a. Consensus was gained for the regional coordinator to be interim chairperson and to operate under Roberts Rules of Order

### **4. Orientation/Overview On Interoperability**

- a. Jennifer Lord, from OJA, gave a presentation on the overview of the Interoperability Initiative. The following topics were covered: nationwide Interoperability movement, Regional Council Charter, National Emergency Communications Plan, Council Scope of work, Council Leadership Role as well as the Regional Coordinator deliverables. This presentation will be distributed to council members and guests.

### **5. Review Of Council Charter**

- a. The Council Charter, which was set forth by the Interoperability Council, was reviewed by the group present. Membership of the group was briefly discussed.

### **6. Regional Council Leadership**

- a. Discussion took place regarding the leadership for the council. A chair and vice chair will need to be elected. There was question about the time commitment required for the position. At this time the council is expected to meet four(4) times per year. In addition to the regional council meetings the chair and vice chair, along with the regional coordinator, will need to participate in the Statewide SCIP Implementation council. This statewide group is expected to meet three(3) – four(4) times per year. A question was

asked regarding responsibilities of the chair and vice chair. At this time the draft by-laws were reviewed under section 3.3 Officer Duties. It was noted that the regional coordinator is here to support the council in means such as taking meeting minutes, preparing materials, collecting agenda items, as well as other duties so the chair and vice chair would have minimal work required outside of the meeting. Formal action will be taken at the next council meeting, however, David Sleeter (Rock Co) and Josh Ripp (Dane Co) volunteered for leadership positions.

#### **7. Review Council Draft Bylaws**

- a. Draft Bylaws were distributed to all persons present. A question was raised about the quorum requirement under section 5.2. The council is allowed to change the Bylaws to whatever they deem necessary as long as the Bylaws are within the guidelines of the Council Charter as well as Roberts Rules of Order. Members were asked to send suggested changes to the regional coordinator which will be added as possible changes and redistributed to the council.

#### **8. Review Council/Coordinator Deliverables And Timelines**

- a. This took place during the Orientation/Overview on Interoperability earlier in the meeting

#### **9. Best Practice/Methodology For Information Sharing Within Council**

- a. A ListServ was suggested as the best way for communications so information is being distributed to all and questions are not being double asked. A request has been sent to OJA to see if this is possible. If the coordinator has not heard back from OJA regarding the ListServ by September 22, the North Central Wisconsin Regional Planning Commission has offered to set up a Southwest ListServ if OJA is unable to provide one.
- b. Members were also told about the Interoperability Initiative website <http://interop.wi.gov/>. Click the blue Regional Councils tab, on the lower left side click the Southwest Region which will bring you to all posted materials.

#### **10. Set Next Meeting Date**

- a. A few different Options were discussed.
  - i. Is Video Teleconferencing a possibility? Yes, we do need to provide one(1) public location for press, public, guests, etc... if they wish to participate. Council members are asked to notify the regional coordinator if they have video teleconferencing capabilities through the BadgerNet, or IP connection, systems. Generally the POLYCOM system is the most used in this area.
  - ii. Potentially having this meeting after the monthly Southwest Emergency Managers meeting at the same location, but in the afternoon. This will be followed up at the next SW EM meeting.

- b. Narrowbanding was briefly discussed and some materials were handed out. This will be an agenda item at the next meeting
- c. WISCOM was briefly discussed. There is currently a grant opportunity for an engineering study about a build out of the system for daily usage. More information can be found here: [http://www.oja.wi.gov/announcements\\_detail.asp?annid=490&locid=97](http://www.oja.wi.gov/announcements_detail.asp?annid=490&locid=97)
- d. Round 6 of the Mutual Aid Radio replacement grant is currently accepting pre-applications. Information regarding this will be sent as a separate attachment to council members and is also available from OJA on request.

#### **11. Adjournment**

- a. Meeting was adjourned at 10:07